



Position: Annual Fund and Grants Manager
Reports to: Associate Executive Director and VP, Development
Department: Development
Supervises (#): 1
Status: Full-time (non-exempt)

Overview

As a key member of the development team, the Annual Fund and Grants Manager will work with staff, trustees, and volunteers to identify and classify prospective donors and ensure the implementation of timely cultivation, solicitation, closing and stewardship strategies. They will work with the Associate Executive Director and Vice President of Development to formulate a plan of action for the Annual Fund and track activity and financial goals for direct mail, online giving, personal solicitations, social media, telefunding and other components of the Annual Fund program.

Additionally, they will manage grants for the department, including the New York State Council on the Arts, National Endowment of the Arts, and Erie County Arts & Cultural Advisory Board grants; and author additional grants as applicable. They will manage the annual grants calendar to ensure timely delivery of all grant applications and reports. Lastly, they will coordinate government relations and associated grants and reporting.

Key Duties and Responsibilities

- Supervise Part Time Development Assistant.
- Coordinate all aspects of the BPO Annual Fund program, including working with the Associate Executive Director and VP Development on goals and strategies.
- Author/Draft Annual Fund communications and appeals.
- Plan & execute seasonal targeted campaigns for the BPO Annual Fund.
- Assist with implementing and evaluate Annual Fund plan, to ensure key targets are met for donor renewals, upgrades, and acquisitions.
- Track annual fund progress and work with the Associate Executive Director and VP Development to provide regular updates to staff and board leaders.
- Oversee the work of the vendor conducting the telefunding program and make sure all messaging is communicated.
- Manage grants calendar including grant deadline dates and all reporting requirement dates.
- Author Government & Foundation grants applications throughout the year.
- Manage grant reporting including serving as the primary liaison to the BPO's Finance Department on budget considerations.

- Assist in the procurement and management of all foundation and government funding.
- Regularly attend BPO concerts and events.
- Perform other duties as assigned.

Qualifications

- Bachelor's degree and professional experience in development, non-profit management, or related field; experience with annual fund programs and/or grant management strongly preferred.
- Excellent written and verbal communication skills, as well as organizational skills and the ability to manage multiple tasks simultaneously.
- Exceptional interpersonal skills and the ability to work collaboratively with all levels of staff, volunteers, donors, and prospective donors.
- Proficiency with Word, Excel, and Patron Manager.
- Appreciation and understanding of the Buffalo Philharmonic Orchestra's mission and vision, and the ability to effectively communicate the priorities of the campaign. Knowledge of classical music a plus.
- Ability to work nights and weekends.
- Attention to detail, ability to meet deadlines, and discretion in handling confidential information.

Salary Range

\$42,000-\$48,000 with generous benefits

Apply

To apply, please submit a cover letter and resume to Jennifer Barbee, Associate Executive Director & Vice President, Development, at jbarbee@bpo.org by December 1, 2024.

Equal Employment Opportunity Policy: The Buffalo Philharmonic Orchestra Society provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, furlough, transfer, leaves of absence, compensation, and training.